

CITY OF HAYWARD

SOCIAL SERVICES PLANNING MANAGER

DEFINITION

To supervise and perform difficult and complex research, analysis and program development related to aspects of the social welfare of the community and the provision of adequate social services.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Community and Economic Development.

Responsibilities include the direct supervision of professional, technical and clerical personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Identify, analyze and monitor issues which may have impact on the City's social welfare.
2. Identify and monitor local social problem solving capacities, including delivery of social services.
3. Develop an organized framework for cultivation and implementation of local initiatives in social problem solving.
4. Advocate collaborative involvement and investment by other public and private sector groups in the social welfare of the City.
5. Coordinate needed financial resources, human resources and agency resources for provision of adequate social services.
6. Promote public-private partnerships and collaborative initiatives in social service problem solving.
7. Establish incentives for private sector involvement in social service planning and problem

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solving.

8. Recommend allocation of New Ventures Fund to appropriate initiatives.
9. Provide policy direction and administrative oversight to Paratransit Program.
10. Evaluate efficiency of City initiatives for problem solving.
11. Develop and administer federal and state grants for social service planning and problem solving.
12. Staff Human Services Commission.
13. Coordinate work with other sectors of department.

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SOCIAL SERVICES PLANNING MANAGER (con't)

EXAMPLES OF DUTIES (con't)

14. Supervise professional, technical and clerical personnel.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of:

- A. Planning and social research and methods.
- B. Federal, state and local social services.
- C. Funding sources and methodology for obtaining funds.
- D. Program monitoring and evaluation methods.
- E. Modern principles, practices, and techniques of public administration.

Ability to:

- F. Identify community needs and develop programs responsive to those needs.

- G. Communicate clearly and concisely, orally and in writing.
- H. Plan, direct, supervise and coordinate the work of professional, technical and clerical staff.
- I. Properly interpret and make decisions in accordance with laws, regulations and policies.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years professional experience in social service planning involving social service research, program development and work with citizen groups, public and private service agencies, government programs and the public.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, urban planning, economics, sociology, or a related field. A Master's Degree in an appropriate field is desirable.

PROBATIONARY PERIOD: One year

785CS90

May 1990

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt

GM:nk